



Training Managers Seminar 2014

"Capitol-ize and Maximize on Training"

September 30th – October 3rd, 2014



STC #5305-073180 – 24 hours

Hosted by: Sacramento Area Training Managers Association

Seminar Location:

Holiday Inn Capitol Plaza – 300 J Street, Sacramento, CA 95814

Registration Form

| | |
|--|----------------|
| Name | Contact Number |
| Agency Name | |
| Agency Mailing Address | |
| Email Address | |
| Amount Enclosed (Checks payable to: SATMA) \$ | |

- Total payment due **on or before** September 2, 2014 is \$400 (includes STC reimbursable tuition cost of \$300 and registration fee of \$100). Total payment due **after** September 2, 2014 is \$450, no refunds will be issued after September 2, 2014.
- Submit completed Registration Forms and payments to:

SATMA

c/o Lisa McLandress

Yolo County Probation Department

2780 E. Gibson Road

Woodland, CA 95776

- Email registration forms to: lisa.mclandress@yolocounty.org or faxed to: (530) 661-1211
- (ATTN: Lisa McLandress). ***NOTE: Registrations will NOT be processed until payment is received.***
- Hotel charges are **NOT** included in the registration fees. For reservation information contact Holiday Inn Capitol Plaza at **1-877-834-3613** or click on this link [Holiday Inn](#). Parking is available at a reduced rate of \$10 per day.

Sessions for Wednesday and Thursday consist of training sessions from

8:00am - 12:00pm and 1:00pm – 5:00pm both days.

Please identify your order of preference by marking each option with 1st, 2nd, 3rd & 4th

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|---------------------------------------|---|---|--|--|
| Wednesday, October 1, 2014 | OPTION A: _____ Effective Communication Skills Gloria Cohn | OPTION B: _____ Establishing a Learning Culture Geri Lopker | OPTION C: _____ Role of the Training Manager Barbara Fenton and Sara Dunham | OPTION D: _____ Connecting Your Classroom Cheryl Webb and Jim Gordon |
| Thursday, October 2, 2014 | OPTION A: _____ Needs Assessments Geri Lopker | OPTION B: _____ Avoiding Civil Liability Christopher W. Miller, ESQ. | OPTION C: _____ Human Factors: Threat and Error Management Craig Geis | OPTION D: _____ Designing Effective Learning Activities Michelle Weiler |

- All TMS 2014 participants will attend the opening ceremonies and keynote address on Tuesday afternoon (12:30 to 5:00pm).
- All participants will attend two four hour breakout sessions on Wednesday and Thursday.
- All participants will attend the closing session on Friday morning.
- Lunch will be provided for attendees on Wednesday and Thursday.

Agenda

Tuesday, September 30, 2014

0900 – 1200: Registration

1230 – 1300: Opening Ceremonies/Welcome Address

1300 – 1700: Opening Keynote Speaker
“Motivating Learners”
Kendall Zoller, Ed. D

Wednesday, October 1, 2014

0800 – 1200: Workshops

1200 – 1300: LUNCH

1300 – 1700: Workshops

Thursday, October 2, 2014

0800 – 1200: Workshops

1200 – 1300: LUNCH

1300 – 1700: Workshops

Friday, October 3, 2014

0800 – 1200: Closing Session
“Winning the Battle”
Clark A. Paris & Tracie Paris

TMS Course Summary Information

OPENING SESSION: Tuesday, September 30, 2014 1:00pm – 5:00pm

Motivating Learners: (Kendall Zoller, Ed. D)

Imagine seeing what you have always looked at and looking at it in ways you have never seen it before. This workshop is about presenting with purpose to motivate and instruct. As training managers and instructors we explore presentation skills that motivate learners and accelerate learning by establishing credibility, rapport, and building positive group dynamics.

WORKSHOPS: Wednesday, October 1, 2014 8:00am – 5:00pm

Effective Communication Skills: (Gloria Cohn)

This workshop is interactive training in which people attending will learn how to enhance and elevate their speaking style. This course will help participants with presentations at staff meetings, to boards, commissions or the public. Participants will be introduced to a landmark research study that highlights the importance of delivery skills. Instruction combines lecture, demonstration and video examples as trainees are introduced to the eight building blocks to effective presentations. Participants will learn how to incorporate the one communication skill that will best suit their individual style.

Establishing a Learning Culture (Geri Lopker)

A learning culture is committed to ongoing learning that is tied directly to the organization's mission, supports organizational goals and is championed at all levels of the organization. This workshop will cover what is a learning culture, why is a learning culture needed, roadblocks to the establishment and success of a learning culture, keys to learning culture success, and developing an action plan.

Role of the Training Manager (Barbara Fenton and Sara Dunham)

This workshop is designed to provide the STC Training Manager with the tools to enhance the agency training program. Instruction will cover the role of the training manager and how to incorporate needs assessments into your training plan. Training managers will explore mechanisms to enhance their department's training mission.

Connecting Your Classroom (Cheryl Webb and Jim Gordon)

During this workshop, participants will see some powerful internet based tools you can use to integrate with your presentations. This training will provide some practical and creative methods to energize training at no cost. Instruction will be provided on online document sharing, conversation blogs, assessment tools, Prezi and web based interactivity that can easily be integrated with a simple PowerPoint presentation and supercharge classroom activities. Participants are encouraged to bring a cell phone, notebook or laptop with internet access.

WORKSHOPS: Thursday, October 2, 2014 – 8:00am – 5:00pm

Needs Assessment (Geri Lopker)

This workshop will cover needs assessment: who, what, when, where, and why; four practical steps to conducting a needs assessment; and now what: taking action based on the results of the needs assessment.

Course Summaries Continued.....

Avoiding Civil Liability (Christopher W. Miller, Esq.)

This workshop covers the relationship between the failure to train and civil liability by focusing on training requirements and documentation in subject areas where liability issues are most common. The course will address best practices for training managers to avoid civil liability, including agency procedures, training plans, documentation, and managing policy updates.

Designing Effective Learning Activities (Michelle Weiler)

The purpose of this workshop is to create a paradigm shift that will cause participants to transition from a teacher centered classroom environment to a learner-centered classroom environment where students are challenged to discover concepts, skills, or knowledge through an interactive learning process. This hands-on workshop is designed to cause participants to discover not only what defines a learning activity, but also the elements necessary for a learning activity to be successful. Participants will ultimately discover through their own direct involvement how much deeper their learning becomes when students are actively engaged.

Human Factors: Threat & Error Management (Craig Geis)

This workshop is designed to emphasize a pro-active response to error discovery and/or threat of human error within an organization. Topics of discussion include situational awareness, stress and performance, decision making, effective communications in critical situations, and leadership skills. Designed for both management and line employees, this training is useful in developing an understanding of the nature of human behavior with respect to error.

CLOSING SESSION: Friday, October 3, 2014 8:00pm – 12:00pm

Winning the Battle (Clark A. Paris and Tracie Paris)

This workshop addresses how to recognize the signs of PTSD/Cumulative Stress and Depression, not only within oneself but in peers, supervisors and subordinates. Participants will be introduced to several resources and different types of psychological help available as well as why those resources are utilized and how they are effective. This training addresses issues that have a direct impact on the corrections field.